

VACATION TIME

Policy

Full time employee (including regular per diem employee) in City service shall be entitled to vacation with pay.

- A. New employees shall only receive one working day for the initial month of employment if they begin work on the 1st through the 8th day of calendar month and one-half working day if they begin on the 9th through the 23rd day of the month.

After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, employees shall receive paid vacation leave as follows:

After 1 year and up to 10 years of service – 15 days vacation

After 10 years and up to 15 years of service – 18 days vacation

After 15 years and up to 20 years of service – 20 days vacation

After 20 years and up to 23 years of service – 23 days vacation

After 23 years of service, additional working days vacation per year not to exceed 30 working days vacation total. (Part-time permanent employees are entitled to pro-rated vacation.)

- B. Vacation days earned in the current year may be carried into the succeeding year without requiring approval. However, carried over days must be scheduled by March 31st of the succeeding year to avoid loss of those days.

- C. Upon separation from employment, an employee shall be entitled to vacation allowance for the current year prorated on the number of months worked in the calendar year in which the separation becomes effective and vacation leave which he may have carried over from the preceding calendar year.
- D. If an employee dies having vacation credits, a sum of money equal to the compensation figured on his salary rate at the time of death shall be calculated and paid to his estate.
- E. An employee who leaves the employment of the City or is on an unpaid leave of absence shall have no credits for the months not worked and shall be liable to repay paid leave in excess to the eligible allowance.
- F. Three (3) Vacation days can be used during the year for emergency purpose. This must be cleared with the Department Director.

Employees are entitled to paid vacation in accordance with the pertinent union contracts. During the first calendar year of employment, an employee earns one working day vacation for each month of service.

Employees are required to provide ample notice to their department heads or their designee for vacation.

Procedure:

- A. Vacation requests must be submitted in advance on a day for day sliding scale for a vacation request up to four (4) days as follows: One (1) day notice for one (1) day vacation; two (2) days notice for two (2) vacation; three (3) days notice for three (3) days vacation; four (4)

days notice for four (4) days vacation. Five (4) or more days vacation request shall be submitted at least five (5) working days in advance. Employees not giving the appropriate advanced notice may be reason for vacation request being denied. All vacation requests are subject to approval.

- B. Three (3) vacations days per calendar year may be used as personal emergency vacation days. Employees shall notify their immediate supervisor prior to their regular starting time. Personal emergency vacation days shall not be granted for a day preceding or following a holiday. Personal emergency vacation days are non-accumulative.
- C. This policy in no way conflicts with, alters, or supercedes the language in any of the contracts existing between the City and the various City employee unions. Thus, sections in these contracts dealing with vacation shall apply.
- D. All vacation requests shall be processed in a timely manner.